

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

8/16/2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Science Laboratory Technician II (AOJ Department – Forensic Technology)</p> <p><b>Position #:</b> IA-00143</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> 32</p> <p><b>Department:</b> Administration of Justice (Forensic Technology)</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Forensic and Fingerprint Laboratory Management; assist instructors with planning indoor &amp; outdoor labs and proper handling and disposal of chemicals; supervise lab activities and support classroom health and safety; set up and clean up labs and equipment.</li> <li>○ Handle, mix and properly dispose of biological waste and hazardous chemicals; ensure all chemicals and supplies are stocked and unexpired; oversee maintenance on equipment (take to vendors for repairs or on-campus repairs.)</li> <li>○ Set up expensive technical equipment such as microscopic and photography equipment for labs. Lab set-ups take 1-2 hours to set up and clean up.</li> <li>○ Assist students with laboratory equipment (malfunctions, troubleshooting equipment problems) freeing up instructors to provide curriculum instruction rather than handling equipment issues.</li> <li>○ During COVID-19, assist with student social distancing, temperature checks, disinfecting of all equipment between student use.</li> <li>○ Additional work includes in-person and virtual high school outreach, career fairs, and forensics and AOJ Department demonstrations.</li> </ul> <p><b>2. Current status of position:</b></p> <p><i>Currently have out-of-class employee from different dept. Person is being asked to return to permanent job at the end of fall 2021.</i></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget - X</li> <li>○ Filling a restructured position included in the budget           <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position           <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates</li> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities</li> </ul>

	<p>Various caustic chemicals are used in our forensic technology and fingerprint courses. Students are given the proper PPE and use the proper equipment to handle them safely but often the course instructor is busy helping students with individual curriculum questions. The lab technician maintains constant watch over students' proper use of PPE and equipment, ensuring the safety of them and others around them.</p> <p>During COVID-19, additional health and safety measures are critical and must be closely supervised. An instructor cannot do this alone. The lab tech will help ensure students maintain proper social distancing, wear proper COVID PPE, disinfect equipment and surfaces between student use, and help with temperature checks as directed.</p> <ul style="list-style-type: none"> <li>○ Critical threshold of instruction or support services This position is a critical need for forensic educational and support services. Instructors will not be able to oversee proper student handling of chemicals, biohazards, and expensive equipment and proper COVID-19 guidelines while simultaneously instructing other students on curriculum matters. Faculty will be unable to set up extensive labs prior to class and could only offer minimal labs, which would greatly diminish instructional quality. Our part-time instructors work full-time at other crime labs and simply aren't available to set up extensive labs before class; (they are "freeway flyers".) Clean-up after labs is another task that would greatly extend part-time faculty hours on campus, taking away from one-on-one time with students, grading and curriculum review after class hours.</li> <li>○ Essential supervision There is a health and safety priority for our forensic lab courses. Previously, the GC Program Review Committee and AOJ Forensic Advisory Committee recommended a permanent forensic lab technician and the Spring, 2016 Classified Staffing Committee ranked this position #1 because of the health and safety risks to our Forensic Technology students doing lab work without a lab technician.</li> </ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b> / No</li> <li>○ Funding Source? Unrestricted / Restricted</li> <li>○ Smartkey and Salary Object: 1370001-2210</li> <li>○ Annual Salary at Step B: \$48,756</li> </ul>